

FIRE CAPTAIN

(Promotional class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting superior officers in the management of department operations on an assigned shift, responding to emergency calls, assuming command at the scene of an emergency in the absence of a superior officer and keeping all fire department equipment in working condition. Employees of this class supervise subordinate firefighters on an assigned shift and provide training to subordinate employees. Fire Captains work with a high degree of independence and report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an assigned fire station for one shift. Assists superior officers in the management of department operations. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates. Provides training to subordinate employees by conducting on-the-job training.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to the emergency scene. Assumes command of fire ground operations until relieved by a superior officer. Determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed. Supervises fire suppression operations including search and rescue, laying of hose lines, ventilation, fire attack, administering medical services, and salvage and overhaul. Serves as safety officer at the scene of the emergency.

Secures the fire scene to prevent removal or damage of evidence

of suspected arson. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Participates in fire prevention and education by making presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities. Participates in special community projects designed to improve public relations of the department. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly.

Provides for the maintenance of department records and reports, such as records of activity, and incident reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Conducts required tests of fire department apparatus and equipment.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding the closing date for application to the board.

Prior to confirmation, must have obtained certification as Firefighter II, according to NFPA Standards.

Prior to confirmation, must obtain certification as Company Officer, according to NFPA Standards.

Must be a Nationally Registered Emergency Medical Technician.